

All Purchase Officers/HQrs./Depot /Divisions

OFFICE PROCEDURE ORDER No. 01/2024.

Sub:- Instructions for procurement through GeM -reg.

With respect to the above, shortcomings were observed during a vigilance investigation in connection with Procurement through GeM. Keeping in view of the above, the following system improvements are issued

1. While preparing GeM bids for Goods, with the approval of Tender Accepting Authority the buyer shall incorporate the ***Tender Eligibility Criteria*** (if product specific STC is insufficient), ***Splitting criteria*** (if needed) and ***Documents to be submitted with offer*** in Buyer added Additional Terms & Conditions (ATC).
2. At the time of finalization of Tender against GeM Bid, TC (in TC cases) and Accepting Authority (in Direct Acceptance cases) shall invariably discuss/recommend/record Tender Eligibility Criteria for finalization of Tender as per GeM Bid and Important Terms & Conditions applicable for GeM contract. The details as above shall be kept in the concerned e-office file.
3. Wherever, Performance Guarantee/Security Deposit is to be paid by the firm against GeM Contract and there is delay in submission of PG/SD by the firm, appropriate action as per GeM GTC to be taken against the firm. GeM GTC mentions the PG/SD shall be paid within 15 days and payment to the seller shall become due only after receipt of PG/SD and verification of its genuineness. In case of delay in submission of PG/SD, incidence against the firm can be raised in GeM. But, GeM doesn't allow cancellation of contract for non-submission of PG/SD. Payment to seller will become due only if PG/SD has been submitted.
4. As per GeM rules, ***CRAC (for acceptance as well as rejection)*** to be generated within 10 days of receipt of material. If CRAC is not generated within 10 days, then system auto generates CRAC for acceptance and after that no option is available in GeM to reject the material. Hence, all consignees should generate CRAC within 10 days of receipt of material.

This issues with the approval of Competent authority.

(उप मुख्य सामग्री प्रबंधक/ Dy.CMM/Scrap)

कृते प्रमुख मुख्य सामग्री प्रबंधक

For PRINCIPAL CHIEF MATERIALS MANAGER

C:- Secy to GM for kind information of GM Please

All PHODs, All DRMs for kind information and necessary action Please

CMM/T, CMM/G, CMM/E, & CMM/M for kind information

Dy.CVO/Stores/SC, Dy.CMM/Con/SC, All Section in-charges.